

**JOB ANNOUNCEMENT**  
**Posting Date 05/25/2017**  
**Legislative Research Commission**

Office of Business Operations

The Legislative Research Commission is currently accepting applications for the position of **Facilities Administration Supervisor** in the Office of Business Operations. This position is nonpartisan in nature and requires the ability to work with neutrality in a politically charged environment.

The job duties and minimum requirements are as follows:

**Job Duties:** Include, but are not limited to, the following:

- Communicate and work with other LRC staff on their committee meeting room and equipment needs.
- Open and close meeting rooms
- Test functionality of meeting rooms equipment, and check meeting room temperature
- Communicate with non-LRC staff who will be using committee meeting rooms
- Work with Office for Computing and Information Technology and telecommunications staff to maintain knowledge of equipment in committee meeting rooms, and work with Inventory Control Staff to ensure committee meeting rooms have sufficient tables and chairs
- Work with appropriate LRC staff to ensure that any committee meeting room deficiencies are corrected
- Train committee assistants on session and committee procedures
- Answer questions during session and interim about committee procedures, including questions about roll call votes and quorums
- Assist with answering emergency line and assist, if needed, with responding to emergencies
- Assist with checking functionality of automated external defibrillators (AEDs)
- Assist with facilities issues as they occur to include keeping a log of what is reported and resolved

**Minimum Requirements:** A High School diploma or GED supplemented by eight years in legislative affairs, legislative committee and session processes, or legislative management and one year of practical experience in handling of facilities issues.

**Desired Skills and Abilities:**

- Demonstrate ability to perform well with minimum supervision and increasing responsibilities
- Excellent computer skills with knowledge of Windows operating systems
- Extensive knowledge of committee procedures and legislative process
- Demonstrate willingness to assist other committees and work with other projects
- Demonstrate ability to use audio and video equipment and train others regarding its use
- Demonstrate willingness to meet short deadlines

The individual selected for this position must have a positive attitude, strong work ethic, be attentive to detail, knowledge of correct grammar, spelling, and punctuation, excellent written and verbal communication skills, and be public service oriented with the ability to maintain a good rapport with LRC staff, state employees, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working significant amounts of overtime will be required.

This is a permanent full time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applicants for this position must be submitted by the close of business on June 8<sup>th</sup>, 2017. Review will begin immediately upon receipt.

All persons meeting the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter and current resume to: [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex, Room 104  
Frankfort, Kentucky 40601

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